



DRAFT
Maryland State Archives
Hall of Records Commission Meeting Minutes
May 30, 2019 12:00 noon
Electronic Classroom, Maryland State Archives

Call to Order by Chair

The Chair called the meeting to order at 12:02.

Attendees

The Honorable Mary Ellen Barbera, *Chief Judge, Court of Appeals, and Chair of the Hall of Records Commission*
Dr. Richard Bell, *designee of the Chancellor, University System of Maryland*
Ms. Bernadette Benik, *designee of the State Treasurer*
Mr. Tom Brennan, *representative of the Comptroller of Maryland*
Ms. Nancy Kopp, *State Treasurer*
Mr. Mark B. Letzer, *President and CEO of the Maryland Historical Society*
The Honorable Thomas V. "Mike" Miller, *President of the Senate*
Ms. Allison Seyler, *representative of the President, Johns Hopkins University*
Mr. Michael Swygert, *representative of the Secretary, Department of General Services*
The Honorable Samuel I. "Sandy" Rosenberg, *House of Delegates*

Opening Remarks / Special Announcements

Deputy State Archivist Elaine Rice Bachmann related the symbolism of the Yellow Rose in the passage of the 19th Amendment to the Constitution of the United States, and invited Commission members to take and wear boutonnieres created by Maria Day and other staff members in commemoration of the 100th anniversary of the passage of the amendment.

Special Guests

The Chair recognized the following new designees, representatives and special guests to the Commission:

Dr. Richard Bell: *designee of the Chancellor, University System of Maryland*
Ms. Allison Seyler: *representing the President, Johns Hopkins University*
Mr. Michael Swygert: *representing the Secretary, Department of General Services*

Mr. Tom Brennan: *representing the Comptroller*
Ms. Faye Gaskin: *Deputy State Court Administrator*
Ms. Jean Russo: *President of the Friends of the Maryland State Archives*

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, October 26, 2018

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_minutes_fall2018.pdf

Delegate Rosenberg moved to approve the minutes as drafted. Dr. Bell seconded and the motion carried unanimously.

Records Retention & Disposal

Retention Schedules:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_retention_schedules_spring2018.pdf

Disposal Certificates:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_disposal_certificates_spring2019.pdf

Kathryn Baringer, Director of Appraisal and Description, reported that since the last meeting 29 retention schedules have been approved, 14 from state agencies, 12 from county agencies, and three from the municipality of College Park. The Archives has also received 244 disposal certificates, with 182 filed electronically.

Delegate Rosenberg moved to approve the Records Retention Schedules and Disposal Certificates as presented, seconded by Dr. Bell. The motion was unanimously approved.

State Archivist's Report

Chronology of staff activities since the last meeting:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_chronology_spring2019.pdf

State Archivist Tim Baker invited members to review the activities of staff.

Maryland's Historic Legislative Chambers

Ms. Rice Bachmann invited members to review their copy of the Archives' newest publication, *Maryland's Historic Legislative Chambers: The Rooms Where History Happened*. The book was commissioned by the General Assembly, which provided funding to the Archives for its publication. Ms. Rice Bachmann acknowledged President Miller and Speaker Busch's advocacy of the project. The Chair called for a moment of silence in respect for House Speaker Michael E. Busch, who passed away April 7, 2019.

Grant Activities - National Historical Publications and Records Commission [NHPRC]

Dr. Robert Schoeberlein, Acting Archivist of the City of Baltimore Archives, reported that the Maryland State Archives was awarded two grants totaling over \$70,000.

The NHPRC state programming grant of \$20,205 will allow the Archives to conduct training and promote records preservation throughout Maryland. Planned events include four training sessions for new Records Officers, four archives awareness events throughout the year, four digitization day outreach events, and a free, half-day moving image and video transfer workshop.

State Archivist Tim Baker announced that a statewide forum on critical archival issues will be held on July 15, 2019 to identify the areas that are of most concern. Needs assessment surveys will be sent to over 550 Maryland historical and cultural organizations prior to the forum, with particular emphasis on the needs of the county historical societies. The forum and the survey results will be used to formulate a new Maryland State Historical Records Advisory Board strategic plan and promote awareness of grant availability for record processing and digitization. Mr. Baker would also like to use the opportunity to encourage the state to provide additional funding for these activities.

Mr. Baker stated that an important long-term objective is to build coalitions of Maryland history-related groups in support of the Maryland's Four Centuries Project (the 2034 commemoration of the 400th anniversary of Maryland's founding). Burt Kummerow, director of the project, anticipates that a long planning and implementation process is necessary for a successful commemoration, as evidenced by the State of Virginia's 2019 commemoration.

Dr. Schoeberlein also reported that NHPRC has awarded a one-year \$50,619 grant to the Archives in support of "Uncovering Personal Histories Through Legal Documents," a major digitization effort relating to Chancery Court records and of particular interest to the still emerging field of disability studies. Corey Lewis, Director of Imaging Services, reported on the digitization process, which will result in online public access to 96 volumes and 115 foldered documents.

Research, Reference, Education and Outreach

19th Amendment Commission Document Packet, Creative Contest and Marker Unveiling
Emily Oland Squires, Director of Research, Outreach, and Reference Services, reported that the Archives serves on Maryland's Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution. She highlighted Archives' staff authorship of a document packet which gives an overview of Maryland's role in the fight for women's suffrage, provides digital images of primary source materials from our collections, and gives details about how the topic fits into national, state, and local history curriculum standards. This packet has been distributed through the Maryland State Department of Education to county social studies coordinators for use in the classroom. Archives' staff will participate as instructors in several teacher professional development days this summer in which the document packet will be highlighted. Ms. Oland Squires clarified that document

packages could be adapted for use by any student cohort, but that they were focused primarily on 4th and 8th graders in support of curriculum requirements.

Ms. Oland Squires noted that the Archives is partnering with the Maryland Historical Society in the launch of a Creative Contest this year calling for high school-age students to create a work of writing or art that speaks to what voting means to them personally.

Ms. Oland Squires also reported on the unveiling of the third in a series of historic markers throughout the state to celebrate women's suffrage in Maryland. Three additional marker unveilings are planned for the upcoming year. The Commission has also gotten some private funding to allow for marker placement in locations other than along state highways, as now required of funding through the Maryland Historical Trust and the State Highway Administration. Currently, three markers have been approved for placement in Baltimore City.

Educational Partnerships

Ms. Oland Squires reported that Archives' staff continue to provide teacher training and student support through its educational programming, with an emphasis on using archival resources for research. Staff have taught professional development sessions for the Maryland Department of Education, with several more on the schedule for this summer. These sessions are now linked with teachers' professional development schedule to preclude scheduling conflicts. Most significantly, the Archives has also deepened its ongoing partnership with the University of Maryland iSchool and the Digital Curation and Innovation Center. A Legacy of Slavery Program staff article was published in the Society of American Archivists' *Outlook Magazine* discussing the collaborative work.

The partnership with the University of Maryland has led to a grant award and the creation of the International Research Collaboration Network in Computational Archival Science (IRCN-CAS). The grant award will partner the Archives and the University of Maryland with King's College in London and the United Kingdom National Archives for a series of symposiums and datathons in both London and Maryland.

Maryland Lynching Truth and Reconciliation Commission

Maya Davis, research archivist, reported that the Archives has been named to serve on the Maryland Lynching Truth and Reconciliation Commission (HB307). The Archives has already partnered with the Maryland Lynching Memorial Project as well as with researcher Dr. Nicholas Creary, formerly of Bowie State University.

Strike for Freedom Exhibit and Opening Event

Ms. Davis invited members to visit a new exhibit, *Strike for Freedom: Slavery, Civil War & the Frederick Douglass Family in the Walter O. & Linda Evans Collection*, now on display at the Taylor House Office Building. The exhibit was an international collaboration between Dr. Celeste-Marie Bernier of the University of Edinburgh, Dr. Walter O. Evans of Savannah, Georgia and the Maryland State Archives and was funded in part by a United Kingdom Humanities Grant. Ms. Davis partnered with Dr. Bernier and Dr. Evans on the exhibit, which first opened in Scotland in October 2018. Ms. Davis represented the Archives with a presentation at a symposium associated with the exhibit titled *Black Atlantic Authorship and Art, 1818-2018*, part of the overall commemoration of the bicentennial of the birth of Frederick Douglass.

Mr. Letzer inquired whether Dr. Evans had made any plans regarding a final repository for the material in the *Walter O. & Linda Evans Collection*. Ms. Davis said that Dr. Evans had not yet made a decision, but the group agreed that the collection would be a welcome addition to any Maryland institution.

Records and Access

Council of State Archivists - Ancestry Leadership Award

Mr. Baker recognized Archives staff member James Watson, appraisal archivist, as the recipient of this year's Council of State Archivists (CoSA) - Ancestry Leadership Award. This award supports next generation leadership development by providing reimbursement for mid-level managers in state archives to attend training. Mr. Watson used the scholarship money to complete the online AIIM's Electronic Records Management Specialist Level class and will present on his training at the CoSA-SAA (Society of American Archivists) Joint Annual Meeting.

Records and Access Activities Report

Kevin Swanson, Senior Director of Records and Access, reported on the day-to-day efforts of the Archives to provide access to records to the public. The Archives averages approximately 5000 reference interactions per month, and tracks contact with, and services provided to, both the public and other government agencies. Mr. Swanson noted that an e-commerce option for ordering records online was in the testing phase, and would result in greater protection for patron credit card information and obviate the need for costly refund procedures.

Records Officers

Mr. Baker noted that the Archives, in partnership with the Department of General Services Records Management Division, will be holding its first training sessions for agency records officers. He thanked Michael Swygert and the Records Management Division staff for their role in preparing the training content. The training will be recorded and posted on the Archives' website.

Records Management Challenge: Meeting Recordings

Ms. Baringer noted that an increasing number of government agency meetings are being recorded, and many are live streamed and/or saved on agency websites. This development is a great improvement in the immediacy of access and transparency of government decision making. However, in appraising value, the Archives has found that written transcripts, minutes, or summary notes of a meeting typically include all of the information from the meeting that warrants permanent retention. While live streaming and posting meetings on websites provides short-term transparency, the evolving nature of technology doesn't ensure long-term preservation. The only protection against the future loss of information concerning the activities and decisions of government is a commitment to the continued practice of producing written transcripts, minutes, or summary notes of the proceedings and depositing those records with permanent value in the Archives.

Commission on Artistic Property

Thurgood Marshall Memorial

Ms. Rice Bachmann noted that the sculpture of Thurgood Marshall, removed from Lawyer's Mall to accommodate the replacement of underground piping, has been temporarily relocated to the Robert C. Murphy Courts of Appeal Building. The Chair commented that the state law library had been renamed the Thurgood Marshall State Law Library.

New Acquisitions

Catherine Rogers Arthur, Senior Curator and Director of Artistic Property, thanked the Maryland Historical Society for the transfer of the historic telephone known as "Annapolis #1" and the "Governor Ritchie desk" to the Archives. She also acknowledged the transfer of a federal period card table from The Philadelphia History Museum at the Atwater Kent.

Conservation & Storage

Ms. Rogers Arthur reported that the monumental portraits of *Charles I, King of England* and *Queen Henrietta Maria* are now on display in the hallway outside the Governor's Reception Room. An additional portrait, *Queen Anne of England*, and its frame are now being conserved and will be installed in the same hallway over the summer.

Sculptures of Harriet Tubman and Frederick Douglass

Work has begun on the forensic sculptures of Harriet Tubman and Frederick Douglass, and Ms. Rogers Arthur reported that Ms. Rice Bachmann and Ms. Davis had visited the studio of StudioEIS and participated in photographing model/actors to help determine the poses of the subjects and what props might be included. A larger team including Tim Baker, APC staff, and Legacy of Slavery staff, is also involved in the review of the sculptures' development.

Underpinning work below the floor in the Old House of Delegates should be completed by this fall and it is anticipated that the sculptures will be completed and installed by February 2020.

***Treasures of State: Maryland's Art Collection* Traveling Exhibition in Celebration of the 50th Anniversary of the Maryland Commission on Artistic Property**

Ms. Rogers Arthur noted that this traveling exhibition, to be shown in four regions of the state: Western Maryland, Central Maryland, Southern Maryland, and the Eastern Shore, brings together diverse highlights from the collection that is overseen by the Maryland State Archives. The Washington County Museum of Fine Arts anticipates a date in January 2022 for the first exhibition.

Special Collections & Conservation

Maryland Forest and Parks Collection Lantern Slides Re-Processing Project

Megan Craynon, Deputy Director of Special Collections, introduced a set of lantern slides received from the Department of Natural Resources in the early 2000s, as that agency prepared to celebrate the Maryland State Parks Centennial in 2006. Archival staff are currently quality-checking the descriptions with the slides and uploading records into the Guide to Special Collections. Nearly half of the entries are now available as [MSA SC 1178-8](#). This collection -- which has a few slides that could be close to 100 years old -- is next scheduled to be digitized.

Baltimore City Archives

Outreach

Dr. Schoeberlein reported that the City Archives has become the home of the Laurel Cemetery Project. The project seeks to compile a comprehensive list of the approximately 2,000 burials that took place at the now defunct Laurel Cemetery. Founded in the 1850s, Laurel was the final resting place of Baltimore's elite African American community. Each week up to eight volunteers visit the Archives to compile burial data derived from digitized death certificates in the MSA holdings.

Recent Gifts, Deposits, & Acquisitions

Report on records received since last Hall of Records Commission meeting:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_records-transfers_spring2019.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_special_collections_report_spring2019.pdf

Government Publications:

https://msa.maryland.gov/msa/refserv/govpub/egovpubs_accessions/egovpubs_accessions.html

The Chair moved to approve the resolution of appreciation for all recent gifts and the motion was unanimously approved.

Forthcoming Special Meetings of the Commission & Events of Interest

Mr. Baker invited Hall of Records Commission members, and their friends and families to the following events:

June 19, 2019 The Archives will host a Lunch and Learn featuring a presentation on *The Naylors of Woodborough*. Part history, part genealogy, part narrative, *The Naylors of Woodborough* is the culminating work of five researchers who collaborated to publish this Maryland family's 350-year history using local resources.

August 5, 2019 The Archive's Summer internship program will culminate in a presentation on each intern's main project and their reflections on the experience.

Adjournment - The meeting was adjourned at 1:15

Mr. Timothy D. Baker
State Archivist and Commissioner of Land Patents
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